

1 UNITED STATES DISTRICT COURT

2 DISTRICT OF NEVADA

3 APRIL PARKS,

Case No. 2:25-cv-00040-RFB-MDC

4 Plaintiff

ORDER

5 v.

6 HOLLY SKULSTED, et al.,

7 Defendants

8
9 On January 7, 2025, pro se plaintiff April Parks, an inmate in the custody of the
10 Nevada Department of Corrections, submitted a document titled "Motion to Compel."
11 Plaintiff's initiating document does not constitute a complaint. And Plaintiff
12 has neither paid the full \$405 filing fee for this action nor applied to proceed *in forma*
13 *pauperis*. (See ECF No. 1).14 **I. DISCUSSION**15 **A. Filing Fee**

16 The United States District Court for the District of Nevada must collect filing fees
17 from parties initiating civil actions. 28 U.S.C. § 1914(a). As of December 1, 2023, the fee
18 for filing a civil-rights action is \$405, which includes the \$350 filing fee and the \$55
19 administrative fee. See 28 U.S.C. § 1914(b). "Any person who is unable to prepay the
20 fees in a civil case may apply to the court for leave to proceed *in forma pauperis*." Nev.
21 Loc. R. Prac. LSR 1-1. For an inmate to apply for *in forma pauperis* status, the inmate
22 must submit **all three** of the following documents to the Court: (1) a completed
23 **Application to Proceed *in Forma Pauperis* for Inmate**, which is pages 1–3 of the
24 Court's approved form, that is properly signed by the inmate twice on page 3; (2) a
25 completed **Financial Certificate**, which is page 4 of the Court's approved form, that is
26 properly signed by both the inmate and a prison or jail official; and (3) a copy of the
27 **inmate's prison or jail trust fund account statement for the previous six-month**
28 **period**. See 28 U.S.C. § 1915(a)(1)–(2); Nev. Loc. R. Prac. LSR 1-2. *In forma pauperis*

1 status does not relieve an inmate of his or her obligation to pay the filing fee, it just means
2 that the inmate can pay the fee in installments. See 28 U.S.C. § 1915(b).

3 **B. Complaint**

4 "A civil action is commenced by filing a complaint with the court." Fed. R. Civ. P.
5 3. "A civil-rights complaint filed by a person who is not represented by an attorney must
6 be submitted on the form provided by this court or must be legible and contain
7 substantially all the information called for by the court's form." LSR 2-1. And the complaint
8 must be signed personally by the unrepresented party. Fed. R. Civ. P. 11(a).

9 **II. CONCLUSION**

10 It is therefore ordered that Plaintiff has **until March 11, 2025**, to accomplish the
11 following two items:

12 1) File a complaint using this Court's approved form or file a complaint that is
13 legible and contains substantially all of the information called for by this Court's approved
14 form.

15 2) Either pay the full \$405 filing fee or file a fully complete application to
16 proceed *in forma pauperis* with all three of the following required documents:

17 (i) a completed application with the inmate's two signatures on page 3,
18 (ii) a completed financial certificate that is signed both by the inmate and
19 the prison or jail official, and
20 (iii) a copy of the inmate's trust fund account statement for the previous six-
21 month period.

22 Plaintiff is cautioned that this action will be subject to dismissal without prejudice if
23 Plaintiff fails to timely comply with this order. A dismissal without prejudice allows Plaintiff
24 to refile the case with the Court, under a new case number, when Plaintiff can file a
25 complete application to proceed *in forma pauperis* or pay the required filing fee.

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The Clerk of the Court is directed to send Plaintiff the approved form for filing a 42 U.S.C. § 1983 complaint and instructions for the same, as well as the approved form application to proceed *in forma pauperis* for an inmate and instructions for the same.

DATED: January 10, 2025

Hon. Maximiliano D. Couvillier III
UNITED STATES MAGISTRATE JUDGE